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CMS ILLINOIS **DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**

DEPOSITORY

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UNIVERSITY OF ILLINOIS
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Pay Plan

80 Illinois Administrative Code 310

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TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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PAY PLAN

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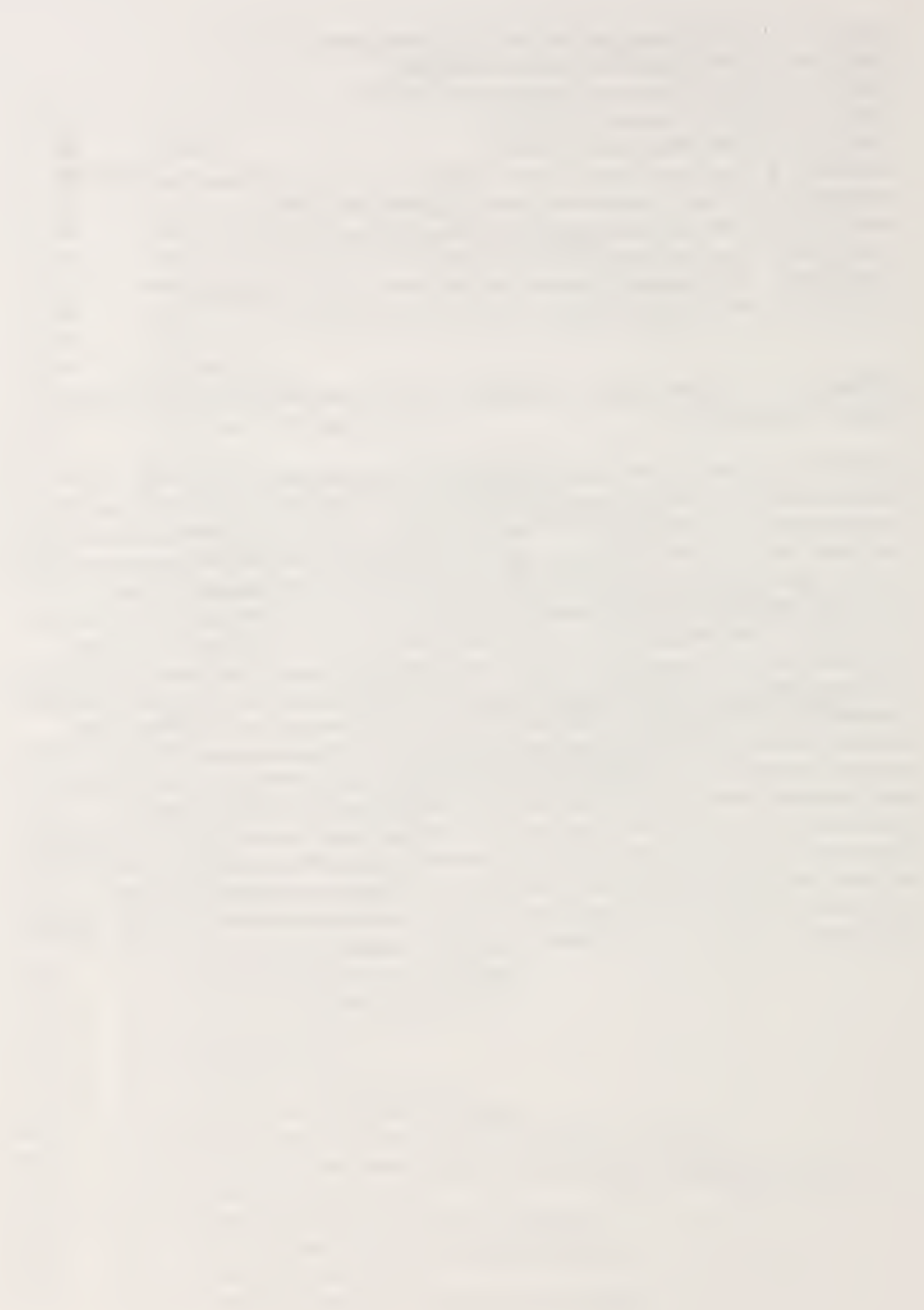
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AUTHORITY: Implementing and authorized by Section 8 and 8a of the Personnel Code [20 ILCS 415/8 and 8a.]

SOURCE: Filed June 28, 1967; codified at 8 Ill. Reg. 1558; amended at 19 Ill. Reg. 1024, effective January 24, 1995; peremptory amendment at 19 Ill. Reg. 2481, effective February 17, 1995; peremptory amendment at 19 Ill. Reg. 3073, effective February 17, 1995; amended at 19 Ill. Reg. 3456, effective March 7, 1995; peremptory amendment at 19 Ill. Reg. 5145, effective March 14, 1995; amended at 19 Ill. Reg. 6452, effective May 2, 1995; peremptory amendment at 19 Ill. Reg. 6688, effective May 1, 1995; amended at 19 Ill. Reg. 7841, effective June 1, 1995; amended at 19 Ill. Reg. 8156, effective June 12, 1995; amended at 19 Ill. Reg. 9096, effective June 27, 1995; emergency amendment at 19 Ill. Reg. 11954, effective August 1, 1995, for a maximum of 150 days; peremptory amendment at 19 Ill. Reg. 13979, effective September 19, 1996; peremptory amendment at 19 Ill. Reg. 15103, effective October 12, 1995; amended at 19 Ill. Reg. 16160, effective November 28, 1995; amended at 20 Ill. Reg. 308, effective December 22, 1995; emergency amendment at 20 Ill. Reg. 4060, effective February 27, 1996, for a maximum of 150 days; peremptory amendment at 20 Ill. Reg. 6334, effective April 22, 1996; peremptory amendment at 20 Ill. Reg. 7434, effective May 14, 1996; amended at 20 Ill. Reg. 9006, effective June 6, 1996; amended at 20 Ill. Reg. 8301, effective June 11, 1996; amended at 20 Ill. Reg. 8657, effective June 20, 1996; amended at 20 Ill. Reg. 9925, effective July 10, 1996; emergency amendment at 20 Ill. Reg. 10213, effective July 15, 1996, for a maximum of 150 days; amended at 20 Ill. Reg. _____, effective _____.



SUBPART A: NARRATIVE

Section 310.20 Policy and Responsibilities

- a) It is the policy of the State of Illinois to provide fair and reasonable compensation to employees for service rendered.
- b) The policy and procedures expressed herein are controlling in matters of employee pay administration. It shall be the responsibility of each agency head:
 - 1) To submit promptly all proper and required personnel actions with justifications or other notices of changes affecting employee pay or pay status.
 - 2) To cause, within his/her agency, full compliance with all the provisions of this Part.

Section 310.30 Jurisdiction

All positions of employment in the service of the State of Illinois shall be subject to the provisions of this Part unless specifically excluded now, or hereafter, under Section 4(c)(General Exemptions) or Section 4(d) (Partial Exemptions) of the Personnel Code [20 ILCS 415/4(c) or (d)] or other pertinent legislation. Those positions to which jurisdiction of the Personnel Code has been or may be later extended shall also be subject to the Provisions of this Part.

Section 310.40 Pay Schedules

The attached Schedule of Salary Grades (Appendix B), Schedule of Rates (Subpart B), Medical Administrator Rates (Appendix C) and the Merit Compensation System (Subpart C) are hereby made a part of this Part. Each employee subject to this Part, except those whose rates of pay is determined under the Schedule of Rates (Subpart B) or the Merit Compensation System (Subpart C) of this Part, or Section 8(a) of the Personnel Code [20 ILCS 415/8a], shall be paid at a step in the appropriate salary grade in the Schedule of Salary Grades (Appendix B) for the class of position in which he/she is employed.

Section 310.50 Definitions

The following are definitions of certain terms and are for purposes of clarification as they affect the Schedule of Salary Grades (Appendix B) and Schedule of Rates (Subpart B), only. Subpart C of this Part contains the administrative features of the Merit Compensation System.

"Adjustment in Salary" -- A change in salary rate occasioned by a previously committed error or oversight, or required in the best interest of the State as defined in Subpart A, Sections 310.80 and 310.90, of this part.

"Base Salary" -- A dollar amount of pay specifically designated in the Schedule of Salary Grades (Appendix B) or Schedule of Rates (Subpart B). Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

"Comparable Classes" -- Two or more classes that are in the same salary grade.

"Creditable Service" -- All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last salary increase which was at least equivalent to a full step. A new creditable service date will follow an increase of a step or more except for the following actions:

Superior performance increase.

A reevaluation resulting in a salary increase less than a step in the former salary grade.

Reallocation resulting in a salary increase less than a step increase in the former salary grade.

Adjustments as provided for in Section 310.80(f) of this Part, "which are approved to correct errors or oversights". (A new creditable service date will follow Section 310.80(f) adjustments in the best interest of the agency, unless the Director of Central Management Services determines such changes to be inequitable.)

"Demotion" -- The assignment for cause of an employee to a vacant position in a class in a lower salary grade than the former class.

"Differential" -- The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on him/her during normal schedule of work.

"Entrance Salary" -- The initial base salary assigned to an employee on entering state service.

"In-hiring Rate" -- An in-hiring rate is a minimum rate/step for a class which is above the normal minimum of the range, as established by the approval from the Director of the Department of Central Management Services after a review of competitive market starting rates for similar classes.

"Promotion" -- The appointment of an employee, with the approval of the agency and the Department of Central Management Services, to a vacant position in a class in a higher salary grade than the former class.

"Reallocation" -- The change in the classification of an existing position resulting from significant changes in assigned duties and responsibilities.

"Reevaluation" -- The assignment of a different salary grade to a class based upon change in relation to other classes or to the labor market.

"Salary Range" -- The dollar value represented by Steps 1c through 7 of a grade assigned to a class title.

"Satisfactory Performance Increase" -- An upward revision in the base salary from one designated step to the next higher step in the salary grade for that class as a result of having served the required amount of time at the former rate with not less than a satisfactory level of competence. (Satisfactory level of competence shall mean work, the level of which in the opinion of the agency head, is above that typified by the marginal employee.)

"Superior Performance" -- Performance characterized by work results substantially above a satisfactory level.

"Transfer" -- The assignment of an employee to a vacant position having the same salary grade.

"Work Year" -- That period of time determined by the agency and filed with the Department of Central Management Services in accordance with 80 Ill. Adm. Code 303.300 of the Department of Central Management Services rules.

Section 310.60 Conversion of Base Salary to Pay Period Units

For purposes of converting a base salary to an amount applicable for one pay period, the following methods of computation shall apply:

- a) An annual base salary shall be divided by the number of pay periods in one assigned year.
- b) A monthly base salary shall be divided by two on a semi-monthly payment schedule or shall be multiplied by twelve and the result divided by the number of pay periods in a work year on a payment schedule other than semi-monthly.
- c) A weekly base salary shall be multiplied by 52 and the result divided by the number of pay periods in a work year.
- d) A daily base salary shall be multiplied by the number of days actually worked in a pay period.
- e) An hourly base salary shall be multiplied by the number of hours actually worked in a pay period.

Section 310.70 Conversion of Base Salary to Daily or Hourly Equivalents

For purposes of determining the hourly or daily equivalent of a base salary, the following methods of computation shall apply:

- a) Payment for Vacation, Sick Leave* and Unused Compensatory Overtime Credits -- A daily (hourly) equivalent shall be determined by converting the base salary to an annual salary and dividing the result by the number of days (hours) usually worked in a year, according to the agency's normal work schedule as filed with the Department of Central Management Services.

* This compensatory sick leave is for sick leave earned and not taken since January 1, 1984. It is to be liquidated at one half rate.

- b) Payment for Fractional Part of a Specific Pay Period -- In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual number of work days (hours) in the pay period, the formula to be used is: Monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- c) Part-Time Work -- Part-time employees, whose base salary is other than an hourly or daily basis, shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section 310.80 Increases in Pay

After the effective date of this Part, except as otherwise provided for in this Section, for employees occupying positions in classes that are paid in conformance with the Schedule of Salary Grades (Appendix B) specified herein, increases shall be granted as follows and will become effective the first day of the pay period following the date of approval:

a) Satisfactory Performance Increase --

- 1) Each employee who has not attained Step 7 of the relevant salary grade, and whose level of performance has been at a satisfactory level of competence, shall be successively advanced in pay to the next higher step in the salary grade after one year of creditable service in the same class.
- 2) A satisfactory performance increase shall become effective on the first day of the month within which the required period of creditable service is reached.
- 3) No satisfactory performance increase may be given after the effective date of separation.

b) Withholding Satisfactory Performance Increase -- As an inducement toward attainment of satisfactory level of competence, satisfactory performance increases may be withheld from the employee who has not achieved a satisfactory level of performance. Such action must be supported by:

- 1) A performance record showing less than satisfactory performance. This must be prepared by the appropriate supervisor, discussed with the employee and approved by the agency head prior to the date the increase would otherwise become effective. The performance record will not be invalidated by refusal of an employee to sign. In such cases, an explanatory comment shall be made on the record by the supervisor. This record will be preserved by the agency.
- 2) Notice of withholding of satisfactory performance increases to the Department of Central Management Services -- It shall be reported upon completion of action required by (1) above, but not later than the submission of the payroll reflecting the denial of the increase.
- c) Redetermination -- A satisfactory performance increase previously withheld shall be granted when the cause for withholding has been eliminated. Redetermination must be made at least annually. In such cases the increases will be effective the first day of the month following date of approval and will be preceded by the preparation and filing of a Performance Record within the agency indicating the attainment of satisfactory level of competence.
- d) Superior Performance Increase --
 - 1) The head of an agency may grant a superior performance increase to an employee who characteristically carries out his/her work activities in such a way that the results are substantially above a satisfactory level of performance.

- 2) An employee shall be eligible for a superior performance increase after six months continuous service. A minimum of 18 months must elapse between superior performance increases. A superior performance increase shall be for one step in the relevant salary grade.
 - 3) A superior performance increase does not affect the creditable service anniversary date. A performance record supporting a superior performance increase award shall be retained by each agency head, and shall be available to the Director of Central Management Services upon request.
 - 4) During the fiscal year, the number of superior performance increases in an agency should not exceed one out of five employees.
- e) Other Pay Increases --
- 1) Promotion and Reallocation -- Normally upon promotion or reallocation an employee shall be advanced to the lowest step in the new grade which represents at least a full step increase in the former grade. An equivalent of a full step for those employees on Step 7 shall be determined by the value difference between Steps 6 and 7 of the former pay grade. Any deviation requires prior written approval of the Director of Central Management Services. In determining the appropriateness of a request for a special salary treatment by an employing agency, the Director of Central Management Services will consider whether the need for the special salary treatment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.
 - 2) Reevaluation -- If a higher salary grade is assigned to a class, the employee occupying the position in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reevaluation, a one-step increase will be granted immediately.
 - 3) Separation & Subsequent Appointment -- Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary grade, an increase shall be given under the conditions and requirements applicable to promotions.
- f) Adjustment -- An employee may receive an upward adjustment in his/her base salary for the purpose of correcting a previous error, oversight or when the best interest of the agency and the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.90 Decreases in Pay

Employees other than those whose base salaries are determined by the Schedule of Rates (Subpart B) shall have their salaries reduced only as specified below and shall become effective the first day of the pay period following date of approval:

- a) Demotion for Cause to a Lower Class -- Upon demotion, the employee's base salary will be reduced to Step 7 of the salary grade for the lower class if the current base salary is in excess thereof, or to the step in the lower salary grade which provides the salary nearest in amount, but less than, the current base salary, except that an employee demoted during a probationary period following promotion will have his/her salary reduced to the step in the lower salary grade which represents the salary had the employee not been promoted, and his/her previous creditable service date will be restored.
- b) Position Reallocated to a Lower Class -- The employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade nearest in amount to, but in no case more than, the current base salary. However, as provided in Section 8(a) of the Personnel Code, the pay for an employee whose position is reallocated because of loss of duties and responsibilities after his/her appointment to such position, shall not be required to be lowered to an exact step for a period of one year. Where the base salary is identical to an exact step in the lower range, he/she shall be placed on this step with no further reduction required. An employee's creditable service date will not be affected.
- c) Voluntary Reduction to a Lower Class -- Upon the voluntary reduction of an employee to a vacant position in a class having a lower salary grade than the class from which the reduction was made, the employee's base salary will be reduced to Step 7 of the lower salary grade if in excess thereof, or to the step in the lower salary grade which provides the base salary nearest in amount, but less than, the current base salary, except that an employee who voluntarily requests a reduction to a lower class during a probationary period following promotion will have his/her salary reduced to the step in the salary grade which represents the salary had the employee not been promoted, and his/her previous creditable service date will be restored.
- d) Assignment of a Lower Salary Grade to a Class -- Upon assignment, an employee's base salary will be that step in the new salary grade nearest to, but not greater in amount than, that step being vacated in the former salary grade.
- e) Adjustment -- An employee may receive a downward adjustment in his/her base salary for the purpose of correcting a previous error or oversight or when the best interest of the agency and the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services in writing. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.100 Other Pay Provisions

- a) Transfer -- Upon the assignment of an employee to a vacant position in a class with the same salary grade as the class for the position being vacated, the employee's base salary will not be changed. Upon separation from a position of a given class and subsequent appointment to a position in the same salary grade, no increase in salary will be given.
- b) Entrance Salary -- Normally upon original entry to state service, an employee's base salary will be at Step 1c of the salary grade.
 - 1) Qualifications above Minimum Requirements --
 - A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the entrance salary may be up to Step 3 as determined by the employing agency. The salary offered should not provide more than a 10% increase over the candidate's current salary.
 - B) Such qualifications above the minimum requirements must possess documented support for higher than the Step 1c entrance salary. An entrance salary higher than Step 3 must have prior approval from the Director of Central Management Services.
 - 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance step may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate shall be advanced to the new rate.
 - 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment effective the first day of the month following date of approval.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to his/her base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in addition to his/her base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

2) Overtime Pay --

- A) The Director of Central Management Services will maintain a list of titles whose incumbents are eligible for overtime at a time and one-half rate for all hours actually worked in excess of the normal work schedule in any given work week. Overtime shall be paid in cash only unless an employee requests compensatory time off at the time and one-half rate. Such request shall be considered and granted or denied by the agency in light of their operating needs. The employee shall make his/her choice known to the agency not later than the end of the work week in which the overtime was earned. If such compensatory time request is granted it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the agency. Accrued compensatory time not used by the end of the fiscal year in which it was earned shall be liquidated and paid in cash at the rate it was earned.
 - B) A list will also be maintained by the Director of Central Management Services of titles whose incumbents are eligible for straight-time overtime. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis, as determined by the agency in light of their operating needs, for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation.
- 3) Incentive Pay -- An employee may be paid an amount in addition to his/her base salary for work performed in excess of the normal work standard as determined by agency management. The additional compensation shall be at a wage rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- 4) Extra Duty Pay -- An employee may be paid an amount in addition to his/her base salary for service in addition to the regular work schedule on a special work assignment. Additional compensation will be at a rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

- d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- f) Lump Sum Payment -- Shall be provided for accrued vacation, sick leave* and unused compensatory overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary lay-off (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum cannot be given in these transactions. Method of computation is explained in Section 310.70(a) of this Part.

AGENCY NOTE -- The method to be used in computing the lump sum payment for accrued vacation, sick leave* and unused compensatory overtime payment for an incumbent entitled to shift differential during his/her regular work hours will be to use his/her current base salary plus the shift differential pay.

* This compensatory sick leave is for sick leave earned and not taken since January 1, 1984. It is to be liquidated at one half rate.

- g) Salary Treatment Upon Return From Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Educational Leave will be placed on the step which reflects satisfactory performance increases to which he/she would have been entitled during his/her period of leave. Creditable service date will be maintained. An employee returning to his/her former salary grade from any other leave of over fourteen days will be placed at the step on which he/she was situated prior to his/her leave, and his/her creditable service date will be extended by the duration of the leave.
- h) Salary Treatment Upon Reemployment --
 - 1) Upon the reemployment of an employee in a class with the same salary grade as the class for the position held before layoff, the employee will be placed at the same salary step as held at the time of the layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
 - 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the step in

the lower salary grade which provides the base salary nearest in amount to, but less than, the current value of the step held at the time of layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

- i) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary or exceed the current value of the salary step held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.
- j) Extended Service Payment --
 - 1) Effective July 1, 1994, the Step 7 rate shall be increased by \$25.00 per month for those employees who have attained ten (10) years of service and have three (3) years of creditable service on Step 7 in the same grade.
 - 2) Effective July 1, 1994, the Step 7 rate shall be increased by \$50.00 per month for those employees who have attained fifteen (15) years of service and have three (3) years of creditable service on Step 7 in the same grade.
- k) Bilingual Pay --
 - 1) Effective October 1, 1994, individual positions whose job descriptions require the use of sign language or a second language, shall receive an additional 4% or \$75.00 per month whichever is greater in addition to the employee's base rate.
 - 2) Effective July 1, 1995, individual positions whose job descriptions require the use of sign language or a second language, shall receive an additional 5% or \$100.00 per month whichever is greater in addition to the employee's base rate.

Section 310.110 Implementation of Pay Plan Changes for Fiscal Year 1997

- a) The rates of pay for all employees occupying positions subject to the Schedule of Salary Grades shall be as set out in Appendix B, Schedule of Salary Grades -- Monthly Rates of Pay for Fiscal Year 1997.
- b) Any employee who received a salary payment for part of Fiscal Year 1996 that did not reflect the rates in Section 310. Appendix B for Fiscal Year 1997, shall receive a lump sum payment equal to the difference between what was initially paid and what is appropriate per that provision.
- c) The Step 1a rate for each salary range that was in effect as of July 1, 1994, will remain the same and be put into the Fiscal Year 1997 Schedule of Salary Grades as Step 1c.

Section 310.120 Interpretation and Application of Pay Plan

The Director of Central Management Services shall determine the proper interpretation and application of each provision of the plan. The decision of the Director as to the proper interpretation or application of any such provision shall be final and binding upon all agencies and employees affected thereby, and all agencies and employees shall comply with the Director's decision, in the absence of a written opinion of the Attorney General or a written directive of the Civil Service Commission or a court order declaring the Director's decision to be unlawful.

Section 310.130 Effective Date

The effective date of this Pay Plan Narrative (Subpart A), Schedule of Rates (Subpart B), and Schedule of Salary Grades (Appendix B), shall be July 1, 1996.

Section 310.140 Reinstitution of Within Grade Salary Increases

- a) This Pay Plan is hereby modified as required by Section 310.440, to allow for reinstituting within grade salary increases specified in various Sections of this Pay Plan.
- b) Employees who because of the block provision in Section 310.440 did not receive increases between July 1, 1983, and the date of implementation of this Section 310.140 that they normally would have been entitled to shall be given a lump sum payment equal to the difference between what was initially paid and what is specified by the provisions of this Section. The Creditable Service date will be established to reflect that the increase was granted as scheduled prior to the block by Section 310.440.

SUBPART B: SCHEDULE OF RATES

Section 310.205 Introduction

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated in this Subpart shall be paid a wage as specified.

Section 310.210 Prevailing Rate

The rate of pay for each class and locality certified as being correct by the Director of Labor and approved by the Director of Central Management Services; or, as established under "An Act regulating wages of laborers, mechanics, and other workmen employed in any public work by the state, county, or city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended [820 ILCS 130]. The following are prevailing rate classes:

Baker	Plasterer
Barber	Plumber
Beautician	Roofer
Brickmason	Sewage Plant Operator
Carpenter	Sign Hanger
Carpenter Foreman	Sign Hanger Foreman
Cement Finisher	Sign Painter
Electrician	Sign Painter Helper
Highway Construction Equipment Operator	Stationary Engineer
Laborer	Stationary Fireman
Laborer (Building)	Steamfitter
Machinist	Teacher of Barbering
Maintenance Worker (Power Plant)	Teacher of Beauty Culture
Motion Picture Operator	Tinsmith
Painter	Trades Tender
	Water Plant Operator

Section 310.220 Negotiated Rate

- a) The rate of pay for a class in any specific area, agency, or in a specific area for an agency as established and approved by the Director of Central Management Services after having conducted negotiations for this purpose; or, as certified as being correct and reported to the Director of Central Management Services for Specified operating and maintenance employees in the State of Illinois Building, Chicago, and by the Director of Labor for designated classifications in the City of Chicago.

- b) An employee occupying a position in a class normally subject to contract, but whose position is excluded from the bargaining unit, shall receive the contract rate and other compensation items specified by the contract, unless another specific provision has been established by the Director of Central Management Services.
- c) As provided in certain collective bargaining agreements, an employee may be paid at an appropriate higher rate when assigned to perform the duties of a higher level position. Eligibility for this pay and the amount thereof will be as provided in the contract.
- d) The negotiated rates of pay for classifications in specified operating agencies shall be as indicated in Appendix A of this Part.

Section 310.230 Part-time Daily or Hourly Special Services Rate

The rate of pay as approved by the Director of Central Management Services for persons employed on a consultative or part-time basis requiring irregular hours of work shall be as listed below, except the total compensation of an employee in any given month shall not exceed the monthly rate of Step 5 of the salary grade for the title as shown in the Schedule of Salary Grades (Appendix B) of this Part if the class title is subject to the Schedule of Salary Grades, or Step 5 of the negotiated salary range for classes of positions shown in Section 310.220, Subpart B, Schedule of Rates, or 75% of the maximum rate of those classes of positions subject to the provisions of the Merit Compensation System, Subpart C of this Pay Plan.

Account Technician II	\$11.00 to 14.08 (hourly)
	\$83 to \$106 (daily)
Apiary Inspector	\$8.28 to \$10.15 (hourly)
Building/Grounds Laborer	\$4.25 to \$6.00 (hourly)
Building/Grounds Lead I	\$4.25 to \$7.00 (hourly)
Building/Grounds Lead II	\$5.25 to \$8.00 (hourly)
Building/Grounds Maintenance Worker	\$5.00 to \$6.00 (hourly)
Chaplain I	\$32 to \$70 (daily)
Chemist I	\$32 to \$45 (daily)
Conservation/Historic Preservation Worker	\$4.50 to 6.50 (hourly)
Conservation/Historic Preservation Worker (2nd season -- site interpretation)	\$4.64 to 6.50 (hourly)
Conservation/Historic Preservation Worker (3rd season -- site interpretation)	\$4.78 to 6.50 (hourly)
Dentist I	\$70 to \$150 (daily)
Dentist II	\$100 to \$185 (daily)
Educator	\$32 to \$85 (daily)
Educator Aide	\$32 to \$35 (daily)
Guard II	\$67 to \$84 (daily)
Guard III	\$75 to \$96 (daily)

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Hearing and Speech Coordinator	\$15 to \$30 (hourly)
Hearings Referee	\$75 to \$200 (daily)
Janitor I	\$4.73 to \$5.30 (hourly)
Labor Maintenance Lead Worker	\$5.00 to \$6.00 (hourly)
Labor Relations Investigator	\$35 to \$70 (daily)
Laborer (Maintenance)	\$4.25 to \$5.70 (hourly)
Maintenance Worker	\$4.25 to \$5.00 (hourly)
Occupational Therapist Program Coordinator	\$40 to \$160 (daily)
Office Aide	\$8.12 to \$10.40 (hourly)
	\$60 to \$78 (daily)
Office Assistant	\$9.16 to \$12.00 (hourly)
	\$68 to \$90 (daily)
Office Associate	\$9.80 to \$13.05 (hourly)
	\$73 to \$98 (daily)
Office Clerk	\$8.58 to \$11.15 (hourly)
	\$64 to \$84 (daily)
Optometrist	\$15 to \$35 (hourly)
	\$50 to \$160 (daily)
Physician	\$100 to \$300 (daily)
Physician Specialist (A)	\$20 to \$60 (hourly)
	\$100 to \$325 (daily)
Physician Specialist (B)	\$20 to \$70 (hourly)
	\$100 to \$350 (daily)
Physician Specialist (C)	\$20 to \$75 (hourly)
	\$100 to \$360 (daily)
Physician Specialist (D)	\$20 to \$115 (hourly)
	\$100 to \$370 (daily)
Podiatrist	\$50 to \$125 (daily)
Psychologist I	\$35 to \$80 (daily)
Psychologist II	\$40 to \$125 (daily)
Psychologist III	\$40 to \$150 (daily)
Recreation Worker I	\$5.33 (hourly)
	\$25 to \$40 (daily)
Registered Nurse I	\$39 to \$54 (daily)
Registered Nurse I (2nd or 3rd shift)	\$41 to \$56 (daily)
Registered Nurse I (Cook County)	\$43 to \$58 (daily)
Registered Nurse I (Cook County - 2nd or 3rd shift)	\$44 to \$59 (daily)
Registered Nurse II	\$43 to \$58 (daily)
Registered Nurse II (2nd or 3rd shift)	\$44 to \$59 (daily)
Registered Nurse II (Cook County)	\$45 to \$60 (daily)
Registered Nurse II (Cook County - 2nd or 2nd shift)	\$47 to \$62 (daily)
Revenue Tax Specialist I	\$11.56 to \$16.16 (hourly)
	\$86 to \$122 (daily)

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Social Worker II	\$35 to \$75 (daily)
Social Worker III	\$35 to \$80 (daily)
Student Worker	\$4.25 to \$8.00 (hourly)
Technical Advisor II	\$32 to \$35 (hourly)
Technical Advisor III	\$32 to \$60 (hourly)
Veterinarian II	\$95 to \$130 (daily)

Section 310.240 Hourly Rate

Rates of pay for employees whose work is of an irregular nature and whose compensation is based on an hourly rate shall be computed as follows:

For classes having salary ranges consisting of steps --

Conversion of the applicable salary step to an annual amount and dividing the result by the number of working hours in a year according to the normal work schedule of that class for the agency.

Section 310.250 Member, Patient and Inmate Rate

The rates of pay for all members, patients and inmates shall be as decided by the head of the operating agency in accordance with the agency's administrative policy and reported to the Director of the Department of Central Management Services.

Section 310.260 Trainee Rate

Rates of pay for employees working in Trainee classes or in other classes pursuant to a Trainee Program shall conform to those set forth in the applicable Trainee Program or to salary grades approved for such training classes. Trainee rates will normally be less than the entrance rate for the class for which training is being conducted unless otherwise approved by the Director of Central Management Services.

Section 310.270 Legislated and Contracted Rate

The rate of pay for employees occupying positions which require payment in accordance with specified rates set forth in legislation or by contract. The positions and rates of pay in this section are as follows:

	<u>Annual Salary</u>
Arbitrator	\$79,999

When an Arbitrator is serving as an acting Commissioner of the Illinois Industrial Commission, the appropriate rate will be the same as the rate set for a Commissioner.

Section 310.280 Designated Rate

The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan shall be only as designated by the Governor.

Department of Children & Family Services

	<u>Annual Salary</u>
Private Secretary II (Pos. No. 34202-16-00-000-03-30)	\$43,452

Department of Commerce & Community Affairs

	<u>Annual Salary</u>
Economic Development Representative II (Pos. No. 12932-42-35-140-30-01)	\$50,400
Private Secretary II (Pos. No. 34202-42-00-000-01-02)	\$43,164
Public Information Officer IV (Pos. No. 37004-42-00-073-10-01)	\$54,552
Public Service Administrator (Pos. No. 37015-42-35-140-20-01)	\$65,592

Department of Insurance

	<u>Annual Salary</u>
Senior Public Service Administrator (Pos. No. 40070-14-00-000-00-06)	\$97,100

Department of Mental Health and Developmental Disabilities

	<u>Annual Salary</u>
Medical Administrator I, Option D (Pos. No. 26401-22-59-903-10-02)	\$131,250

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Medical Administrator II, Option D (Pos. No. 26403-22-66-260-00-01)	\$142,000
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Private Secretary II (Pos. No. 34202-22-15-000-00-01)	\$41,004
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Department of Revenue

Public Service Administrator (Pos. No. 37015-25-12-000-00-01)	<u>Annual Salary</u> \$69,744
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Department of State Police

Senior Public Service Administrator (Pos. No. 40070-21-10-000-00-01)	<u>Annual Salary</u> \$85,152.96
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Section 310.290 Out-of-State or Foreign Service Rate

The rate of pay for employees occupying positions which require payment in accordance with the economic conditions and social legislation of another state or foreign country. An adjustment may be made to the salary of an employee stationed in a foreign country to compensate for a change in the currency exchange rate. The Director of the Department of Central Management Services will, before approving an adjustment, consider the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

Title	Range Effective Fiscal Year 1997
Foreign Service Economic Development Executive I	3256 - 5814
Foreign Service Economic Development Executive II	4170 - 7619
Foreign Service Economic Development Representative	2767 - 4984
Office Administrator IV (States Other Than California and New Jersey)	2175 - 3651
(CA, NJ)	2458 - 4128
Office Assistant (Foreign Service)	1719 - 2320
Office Associate (States Other Than California and New Jersey)	1839 - 2521
(CA, NJ)	2079 - 2850

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Office Coordinator (States Other Than California and New Jersey) (CA, NJ)	1909 - 2630 2158 - 2973
Public Service Administrator (States Other Than California and New Jersey) (CA, NJ)	2916 - 6189 3297 - 6997
Revenue Auditor I (States Other Than California and New Jersey) (CA, NJ)	2601 - 3717 2941 - 4202
Revenue Auditor II (States Other Than California and New Jersey) (CA, NJ)	3033 - 4392 3428 - 4965
Revenue Auditor III (States Other Than California and New Jersey) (CA, NJ)	3383 - 4932 3825 - 5576
Revenue Auditor Trainee (States Other Than California and New Jersey) (CA, NJ)	2168 - 3031 2451 - 3427
Revenue Tax Specialist I (States Other Than California and New Jersey) (CA, NJ)	2168 - 3031 2451 - 3427
Revenue Tax Specialist II (States Other Than California and New Jersey) (CA, NJ)	2371 - 3357 2681 - 3795
Revenue Tax Specialist Trainee (States Other Than California and New Jersey) (CA, NJ)	1983 - 2753 2241 - 3112
Senior Public Service Administrator (States Other Than California and New Jersey) (CA, NJ)	4018 - 9168 4542 - 10364

Section 310.300 Educator Schedule for RC-063 and HR-010

The rates of pay for employees occupying or appointed to an Educator position shall be as determined in the following paragraphs of this Section and as shown in Appendix A, Table T and Table Y, of this Part.

- a) Selection of the appropriate salary schedule shall be based on the institutional school year.
- b) Selection of the appropriate salary lane will be based on application of subsection (a) above, and the level of academic status attained by the incumbent that relates to the educational programs of the employing agency. All hours beyond bachelor's level must be approved by the agency as applicable to their programs.
- c) All provisions of Subpart A of this Part, with the exception of Section 310.100, shall apply to incumbents of the Educator positions.
- d) Upon furnishing evidence of the satisfactory completion of required course work, the employee shall be advanced in pay to the same numbered step in the appropriate salary lane. Such increases in the rate of pay shall be effective on the first day of the pay period following approval.

Section 310.310 Physician Specialist Rate

Upon furnishing evidence of American Board Certification in accordance with the requirements provisions of the class specification for Physician Specialist, an incumbent shall advance from a step in the residency option to the same numbered step of the certification option of their speciality. Such increase in the rate of pay shall be effective on the first day of the pay period following the date of approval.

Section 310.320 Annual Compensation Ranges for Executive Director and Assistant Executive Director, State Board of Elections

As provided in P.A. 83-0941 and subject to Sections 8 and 8a of the Personnel Code [20 ILCS 415/8 and 8a], the State Board of Elections shall determine the annual compensation of its Executive Director and Assistant Executive Director consistent with the following:

Annual Salary

Executive Director

Equivalent to Salary Range MC-15
as set forth in 310. Appendix D

Assistant Executive Director

Equivalent to Salary Range MC-13
as set forth in 310. Appendix D

Section 310.410 Jurisdiction

The Merit Compensation System shall apply to all classes of positions so designated in the ALPHABETIC INDEX OF POSITION TITLES.

Section 310.420 Objectives

The principal objectives of the Merit Compensation System are:

- a) To provide for recognition of and reward for difference in individual employee performance.
- b) To provide standard methods and procedures for establishing and applying rates of pay.
- c) To insure internal equity and consistency within and between departments and agencies at all locations of the state.
- d) To establish and maintain fair and competitive salary ranges consistent with the economic interests of the State of Illinois.

Section 310.430 Responsibilities

- a) It shall be the responsibility of each agency head:
 - 1) To cause, within the agency, full compliance with all provisions of the Merit compensation System.
 - 2) To submit promptly all proper and required personnel actions with justifications or other notices of changes affecting employee pay or pay status.
- b) It shall be the responsibility of the Department of Central Management Services:
 - 1) To develop procedures and techniques as required for the implementation and for the standardization of the application of the Merit Compensation System.
 - 2) To develop and maintain classification standards and salary range rankings for all positions subject to the System.
 - 3) To review and approve employees' rates of pay and personnel changes for compliance with established policy and procedures.

Section 310.440 Merit Compensation Salary Schedule

- a) The Merit Compensation Salary Schedule attached at the end of the Pay Plan as Appendix D is hereby made a part of the Merit Compensation System.
- b) The Salary Schedule shall consist of a series of salary ranges, each composed of a minimum, midpoint, and maximum rate.

Section 310.450 Procedures for Determining Annual Merit Increases

- a) An annual merit increase is an in-range salary adjustment for demonstrated performance.
- b) Eligibility for an annual merit increase shall be determined by the following conditions:
 - 1) Each employee will be eligible for a merit review after attaining 12 months creditable service. The employee's immediate supervisor shall prepare an Individual Development and Performance Evaluation form prior to the Performance Review Date, and discuss the results with the employee.
 - 2) Should the Individual Development and Performance review result in the employee not being eligible for an annual merit increase due to provisions of Section 310.450(d), or should the employee's base rate be at the maximum rate of pay of the salary range assigned to the employee's position, the employee will not be eligible for an annual merit increase until 12 months of additional creditable service has been accrued.
- c) Based upon the results of the Individual Development and Performance Evaluation, the employees' immediate supervisor shall determine whether the employee's performance warrants or does not warrant an annual merit increase.
- d) The amount of an annual merit increase recommendation shall be determined by use of the Merit Increase Guidechart of Section 310.540 if the employee's Individual Development and Performance Evaluation has on the Performance Review Date been evaluated at a Category 3 or higher level. An employee whose Individual Development and Performance Evaluation has, on the Performance Review Date been evaluated at Category 4 shall not receive an increase in the present base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of pay of the respective salary range assigned to the employee's position.
- e) The employee's immediate supervisor shall prepare a performance Certification and Salary Increase Recommendation form indicating whether or not the employee is eligible for an annual merit increase and the amount thereof.
- f) The employee's immediate supervisor shall forward the Individual Development and Performance Evaluation records and Performance Certification and Salary Increase

Recommendation records to the agency head or a designated authority for review and approval.

- g) Annual merit increase in pay shall become effective the first day of the month in which the employee's Performance Review Date occurs.

Section 310.455 Intermittent Merit Increase

Until further amendment, Intermittent Merit Increases are suspended.

- a) An Intermittent Merit Increase may be proposed by a supervisor when one of the following conditions have been met: Outstanding performance of a substantial project; outstanding performance by a manager or supervisor that greatly improves operating efficiency; performance significantly beyond standards for a sustained period. The supervisor must document the circumstances justifying the merit increase.
- b) An Intermittent Merit Increase may be awarded in any whole dollar amount up to 5% of current base salary. An Intermittent Merit Increase may be awarded to an employee not more often than once in a six month period.
- c) The increase must have the prior approval of the agency Director and the Director of Central Management Services.

Section 310.460 Other Pay Increases

- a) Promotion

Normally upon promotion an employee shall be advanced in salary by an amount equivalent to between 8 and 15 percent of the current base salary. In no event is the resulting salary to be lower than the minimum rate of the salary range to which the employee is being promoted or greater than the maximum of the new salary range. Upon promotion the employee shall receive a new creditable service date.

- b) Reallocation

Upon reallocation, an employee shall be advanced in salary to a rate of pay that is the equivalent of 5 percent above the current base salary. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the new salary range. A reallocation will not affect the creditable service date of the employee, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new title.

c) Reevaluation

If a higher salary range is assigned to a class, the employee occupying a position in the class normally shall be advanced the equivalent of 5 percent of the current base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of an employee will not be changed due to the reevaluation of the class the employee occupies, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new range.

d) Separation and Subsequent Appointment

Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary range, an increase shall be given under the conditions and requirements applicable to promotions, paragraph (a) above.

Section 310.470 Adjustment

An employee may receive an upward adjustment in base salary for the purpose of correcting a previous error or oversight or, when the best interests of the agency and the State of Illinois will be served. Such adjustments must have the prior approval of the Director of Central Management Services. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

A salary adjustment greater than either 3% or \$150.00 will create a new creditable service date.

Section 310.480 Decreases in Pay

Employees subject to this Part shall have their salaries reduced only as specified below. Any reduction in salary shall become effective on the first day of the month following approval of the reduction.

- a) Demotion for Cause to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. An employee demoted during a probationary period following promotion will have the base salary reduced to the same salary the employee received before being promoted and the previous creditable service date will be restored.
- b) Position Reallocated to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. However, as provided in Section 8(a) of the Personnel Code, the pay of an employee whose position is reallocated because of duties and responsibilities after appointment to such position shall not be required to be lowered to a salary within the range for a period of one year.
- c) Voluntary Reduction to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. However, an employee who voluntarily requests a reduction during a probationary period following a promotion will have the base salary reduced to the same salary in the lower salary range from which the employee was promoted and the previous creditable service date will be restored.
- d) Assignment of a Lower Salary Range to a Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof.
- e) Adjustment -- An employee may receive a downward adjustment in base salary for the purpose of correcting a previous error or oversight or when the best interest of the agency or the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services in writing. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.490 Other Pay Provisions

- a) Transfer -- Upon assignment of an employee to a vacant position in a class with the same salary range as the class for the position being vacated, the employee's base salary will not be changed. Upon separation and subsequent appointment to a position in the same salary range, no increase in salary will be given.
- b) Entrance Salary -- Normally upon entry to state service, an employee's base salary will be at the minimum salary of the salary range.
 - 1) Qualifications Above Minimum Requirements --
 - A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the employing agency may grant an entrance salary up to the midpoint of the first half of the salary range; however, this shall not provide more than a 10% increase over the candidate's current salary. Such qualifications above the minimum requirements must possess documented support for higher than the minimum entrance salary.
 - B) An entrance salary above the middle of the first half of the salary range must have prior approval of the Director of Central Management Services. This approval will be based on consideration of the candidate's training and experience exceeding the requirements of the class, prior salary history, particular staffing requirements of an agency, and labor market influence on recruitment needs.
 - 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance salary may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate of pay shall be advanced to the new rate.
 - 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment, effective the first day of the month following the date of assignment.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to the base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in addition to the base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

- 2) Overtime Pay -- The Director of the Department of Central Management Services shall maintain a listing of classes of positions subject to the provisions of the Merit Compensation System who are eligible for overtime compensation. Classes in salary ranges MC 6 and below are eligible for straight-time overtime unless exceptions are determined by the Director of Central Management Services. Classes above MC 6 may be added to the list when requested by an agency and approved by the Director of Central Management Services in consideration of need of the agency and relationship to eligible titles. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation. Any exception to the above provisions for overtime compensation shall be approved by the Director of the Department of Central Management Services. Such exceptions must be requested by the employing agency and will be determined on the basis of the special nature of the situation, a substantial need to provide overtime compensation and a significant number of hours worked beyond the normal work schedule, and will be granted only for a specified time period for which the special situation is expected to exist.
- d) Part-time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.
- f) Lump Sum Payment -- Shall be provided for accrued vacation, sick leave* and unused compensatory overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary layoff (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum payments cannot be given in these transactions. Methods of computation are explained in Section 310.520(a) of the Merit Compensation System.

AGENCY NOTE: The method to be used in computing the lump sum payment for vacation, sick leave* and unused compensatory overtime for an incumbent entitled to shift differential during the regular work hours will be to use the current base salary plus the shift differential pay.

*This compensatory sick leave is for sick leave earned and not taken since January 1, 1984. It is to be liquidated at one half rate.

- g) Salary Treatment upon Return from Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Education Leave will have his/her salary established as determined appropriate by the employing agency and approved by the Director of Central Management Services. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range. Creditable service date will be maintained. An employee returning to his/her former salary range from any other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.
- h) Employees in classes which are made subject to the Merit Compensation System after July 1, 1979, will retain their current salary, except that in no event is the resultant salary to be lower than the minimum rate or higher than the maximum rate of the new salary range.
- i) Extra Duty Pay -- An employee may be paid an amount in addition to the base salary for services in addition to the regular work schedule on a special assignment. Additional compensation will be a rate and manner as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- j) Salary Treatment Upon Reemployment --
 - 1) Upon the reemployment of an employee in a class with the same salary range as the class for the position held before layoff, the employee will be placed at the same salary as held at the time of the layoff, and his creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
 - 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the same salary as held at the time of layoff, except that if this exceeds the maximum of the new range, the employee will be placed at that maximum salary. The creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
- k) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary, or exceed the salary rate held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.

l) Bilingual Pay --

- 1) Effective October 1, 1994, individual positions whose job descriptions require the use of sign language or a second language, shall receive an additional 4% or \$75.00 per month whichever is greater in addition to the employee's base rate.
- 2) Effective July 1, 1995, individual positions whose job descriptions require the use of sign language or a second language, shall receive an additional 5% or \$100.00 per month whichever is greater in addition to the employee's base rate.

m) Clothing or Equipment Allowance -- An employee may be paid an amount in addition to his/her base salary to compensate for clothing or equipment which is required in the performance of assigned duties. The amount will be determined by the Director of the employing agency, and will require approval of the Director of the Department of Central Management Services. The Director of the Department of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.

Section 310.495 Broad-Band Pay Range Classes

Broad-band pay range classes shall be covered by all provisions of the Merit Compensation System except for the provisions identified in the following subsections:

- a) Salary Range -- The salary range for broad-band classes shall be as set out in Appendix G.
- b) Entrance Salaries -- The Director or Chairman of the Department, Board or Commission shall review the education, training and experience of an employee to be placed in the broad-band class and determine the employee's initial rate of pay.
 - 1) The salary assigned an employee shall take into account the duties, education, training and experience of the employee to assure reasonable pay equity among employees in the same class.
 - 2) A report of the resultant rate of pay shall be provided to the Director of the Department of Central Management Services on the form provided for that purpose.
 - 3) An entrance salary should not provide more than a 10% increase over the candidate's prior salary without the prior approval of the Director of the Department of Central Management Services.

- c) **Salary Adjustment** -- Salary adjustments for positions in broad-band classes may be made by the employing agency where the employee has been given substantial additional responsibilities but will remain in the same classification. An increase of between 5% and 10% of current base salary may be given where the substantial additional responsibilities are documented on an updated job description and reflected on the organization chart.
- d) **Movement between Salary Systems** -- Salary treatment on movement of an employee between one position in the broad-band class series and another position outside of the broad-band class series will be as recommended by the employing agency and approved by the Director of the Department of Central Management Services.
- e) **Salary Treatment upon Initial Placement of Positions in the Senior Public Service Administrator Class** -- Incumbents of any position which was in salary ranges MC-12 through MC-19 prior to reclassification into the Senior Public Service Administrator class will be placed into the range with no change in salary, unless an increase is required to take the employee to the minimum salary for the appropriate level.

Upon implementation of the Senior Public Service Administrator class, employees will be assigned to pay Level I, except that any employee whose current salary is more than \$63,000 or who is at a salary level of MC-15 or above prior to implementation will be assigned to Level II.

- f) **Salary Treatment upon Initial Placement of Positions in the Public Service Administrator Class** -- Incumbents of any position which was in salary ranges MC-08 through MC-11 prior to reclassification into the Public Service Administrator class will be placed into the range with no change in salary.
- g) **Salary Treatment upon Initial Placement of Positions in Other Occupational Broad-Band Classes** -- For the purpose of establishing salary treatment upon initial placement of positions, it is necessary to determine the "lowest corresponding Merit Compensation grade." The Merit Compensation range with a minimum salary closest to, but not lower than, that of the broad-band range minimum is known as the "lowest corresponding Merit Compensation grade."
 - 1) The incumbent of a position with a current salary range maximum equal to or greater than the maximum of the "lowest corresponding Merit Compensation grade" will be placed in the broad-band range with no change in salary.
 - 2) The incumbent of a position with a current salary range maximum less than the maximum of the "lowest corresponding Merit Compensation grade" will be placed in the broad-band range with a 5% increase in current base salary. However, in no event shall the resulting salary be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of an employee will not be changed unless an increase of 10% or greater is provided to move the employee to the minimum of the new range.

Section 310.500 Definitions

The following are definitions of certain terms and are for purposes of clarification as they affect the Merit Compensation System only.

"Adjustment in Salary" -- A change in salary occasioned by previously committed error or oversight, or required in the best interest of the agency or the state as defined in Sections 310.470 and 310.480 of this Subpart.

"Base Salary" -- The dollar amount of pay of an employee as determined under the provisions of the Merit Compensation System. Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

"Creditable Service" -- All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last in-grade or promotional salary increase. Reevaluations and reallocations will not affect the creditable service date. Adjustments (Section 310.470) "for the purpose of correcting a previous error or oversight" shall not result in a change in the creditable service date; however, adjustments in "the best interests of the agency" shall result in a new creditable service date unless the Director of the Department of Central Management Services determines such changes to be inequitable.

"Comparable classes" -- Two or more classes that are in the same Salary Range.

"Demotion" -- The assignment for cause of an employee to a vacant position in a class in a lower salary range than the former class.

"Differential" -- The additional compensation added to the base salary of an employee resulting from conditions of employment imposed during the normal schedule of work.

"Entrance Salary" -- The initial base salary assigned to an employee upon entering State service.

"Intermittent Merit Increase" -- An Intermittent Merit Increase is an increase in monthly base salary, other than the annual merit increase awarded to a merit compensation employee based on performance.

"Maximum Rate of Pay" -- The highest rate of pay for a particular salary range.

"Midpoint Salary" -- The rate of pay that divides the rate range of a salary range into two equal parts.

"Minimum Rate of Pay" -- The lowest rate of pay for a given salary range. Normally the minimum rate of pay represents the salary to be paid a qualified employee who is appointed to a position in a class assigned to a given salary range.

"Performance Review" -- The required review of an employee's on-the-job performance as measured by a specific set of criteria.

"Performance Review Date" -- The date on which the annual merit increase must be made effective if a performance review indicates it is appropriate. Actual performance review procedures are to be completed prior to the effective date of any recommendation to allow sufficient time for the records to be processed by the originating agency.

"Promotion" -- The appointment of an employee, with the approval of the agency and the Department of Central Management Services to a vacant position in a class in a higher salary range than the former class.

"Reallocation" -- The change in the classification of a position resulting from significant changes in assigned duties and responsibilities.

"Reevaluation" -- The assignment of a different salary range to a class of positions based upon a change in relation to other classes or to the labor market.

"Salary Range" -- The dollar values encompassed by the minimum and maximum rates of pay of a salary range assigned to a class title.

"Transfer" -- The assignment of an employee to a vacant position in a class having the same salary range.

"Work Year" -- That period of time determined by the agency and filed with the Department of Central Management Services in accordance with the Rule 303.300 of the Department of Central Management Services.

Section 310.510 Conversion of Base Salary to Pay Period Units

For purposes of converting a base salary to an amount applicable for one pay period, the following methods of computation shall apply:

- a) An annual base salary shall be divided by the number of pay periods in one assigned year.
- b) A monthly base salary shall be divided by two on a semi-monthly payment schedule, or shall be multiplied by twelve and the results divided by the number of pay periods in a work year on a payment schedule other than semi-monthly.
- c) A weekly base salary shall be multiplied by 52 and the result divided by the number of pay periods in a work year.
- d) A daily base salary shall be multiplied by the number of days actually worked in a pay period.
- e) An hourly base salary shall be multiplied by the number of hours actually worked in a pay period.

Section 310.520 Conversion of Base Salary to Daily or Hourly Equivalents

For purposes of determining the hourly or daily equivalent of a base salary, the following methods of computation shall apply:

- a) Payment for Vacation and Overtime Credits -- A daily (hourly) equivalent shall be determined by converting the base salary to an annual salary and dividing the result by the number of days (hours) usually worked in a year, according to the agency's normal work schedule as filed with the Department of Central Management Services.
- b) Payment for Fractional Part of a Specific Pay Period -- In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual number of work days (hours) in the pay period, the formula to be used is: monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- c) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section 310.530 Implementation

- a) The salary schedule for the Merit Compensation System for Fiscal Year 1997 is as set forth in Appendix D of the Pay Plan.
- b) The Merit Increase Guidechart for Fiscal Year 1997 is as set forth in Section 310.540 of the Pay Plan.

Section 310.540 Annual Merit Increase Guidechart for Fiscal Year 1997

Category	Definition	Increase
Category 1	Exceptional	0% to 5% + \$125/mo.
Category 2	Accomplished	0% to 3% + \$125
Category 3	Acceptable	0% to 3%
Category 4	Unacceptable	\$0

APPENDIX A
Negotiated Rates of Pay

Section 310. TABLE A HR-190 (Department of Central Management Services -- State of Illinois Building -- SEIU)

Building Services Worker	04-01-96	\$2035.80		
Elevator Operator	04-01-96	<u>Operator</u> \$2088.00	<u>Asst Starter</u> 2122.80	<u>Starter</u> 2140.20

Section 310. TABLE AA NR-916 (Department of Natural Resources, Teamsters)

Effective: January 16, 1996

Cartographer III	2585	4535
Civil Engineer I	2520	3870
Civil Engineer II	2685	4390
Civil Engineer III	2960	4915
Civil Engineer Trainee	2365	3250
Engineering Technician I	1420	2585
Engineering Technician II	1730	3100
Engineering Technician III	2120	3695
Engineering Technician IV	2605	4795
Technical Manager I	1995	3485

Section 310. TABLE B HR-200 (Department of Labor -- Chicago, Illinois -- SEIU)

Elevator Operator	04-01-96	<u>Operator</u> \$2088.00	<u>Asst Starter</u> 2122.80	<u>Starter</u> 2140.20
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Section 310. TABLE C RC-069 (Firefighters, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c3/	1b	1a	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1852	1908	1965	2024	2106	2182	2266	2350	2436	2575
Facility Fire Safety Coordinator	1852	1908	1965	2024	2106	2182	2266	2350	2436	2575
Facility Firefighter	1715	1766	1819	1874	1936	2013	2082	2155	2226	2342

3/ Entry level step in third year of contract.

Section 310. TABLE D HR-001 (Teamsters, Local #726)

A) Department of Transportation - Division of Highways - Emergency Patrol - Northeast Region - (Cook)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintainer	3385.00	19.45
Highway Maintenance Lead Worker	3514.00	20.20
Highway Maintenance Lead Worker (Lead Lead Worker)	3564.00	20.48
Maintenance Worker	3329.00	19.13

B) Department of Transportation - Division of Highways - Northeast Region - (Cook)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Heavy Construction Equipment Operator	3384.00	19.45
Heavy Construction Equipment Operator (Bridge Crew)	3453.60	19.85
Highway Maintainer	3285.00	18.88
Highway Maintainer (Bridge Crew)	3354.60	19.28
Highway Maintainer (Tractor Mower)	3285.00	18.88
Highway Maintenance Lead Worker	3414.00	19.62
Highway Maintenance Lead Worker (Bridge Crew)	3483.60	20.02
Highway Maintenance Lead Worker (Lead Lead Worker)	3464.00	19.91
Highway Maintenance Lead Worker (Lead Lead Worker - Bridge Crew)	3533.60	20.31
Laborer (Maintenance)	3193.00	18.35
Maintenance Worker	3229.00	18.56

C) Departments of Mental Health & Developmental Disabilities, Public Health, Rehabilitation Services, and Employment Security - Northeast Region - (Cook)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3285.00	18.88
Maintenance Equipment Operator (Dispatcher)	3459.00	19.88
Maintenance Worker	3138.00	18.03

D) Departments of Central Management Services, Children and Family Services, and Public Aid - Northeast Region - (Cook)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Grounds Supervisor	3171.00	18.22
Grounds Supervisor (Chicago-Read)	3338.00	19.18
Grounds Supervisor (Supervising Tractor Trailer Drivers)	3458.00	19.87
Maintenance Worker	3138.00	18.03
Maintenance Worker (Chicago-Read)	3285.00	18.88
Maintenance Equipment Operator	3285.00	18.88
Maintenance Equipment Operator (Tractor Trailer)	3346.00	19.23

Section 310. TABLE E RC-020 (Teamsters, Local #330)

A) Departments of Children and Family Services, Corrections, Employment Security, Mental Health and Developmental Disabilities - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3285.00	18.88

B) Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	3318.00	19.07
Bridge Tender	3117.00	17.91
Highway Maintenance Lead Worker	3414.00	19.62
Highway Maintenance Lead Worker (Bridge Crew)	3483.60	20.02
Highway Maintenance Lead Worker (Lead Lead Worker)	3464.00	19.91
Highway Maintainer	3285.00	18.88
Highway Maintainer (Bridge Crew)	3354.60	19.28
Janitor I	2992.00	17.20
Janitor II	3023.00	17.37
Labor Maintenance Lead Worker	3249.00	18.67
Laborer (Maintenance)	3193.00	18.35
Maintenance Worker	3229.00	18.56
Power Shovel Operator (Maintenance)	3384.00	19.45
Power Shovel Operator (Maintenance) (Bridge Crew)	3453.60	19.85
Security Guard I	3019.00	17.35
Security Guard II	3067.00	17.63
Silk Screen Operator	3389.00	19.48

C) Department of Central Management Services - Division of Vehicles - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	2992.00	17.20
Janitor II	3023.00	17.37
Maintenance Equipment Operator (all divisions)	3285.00	18.88
Maintenance Worker	3229.00	18.56
Security Guard I	3019.00	17.35
Security Guard II	3067.00	17.63

Section 310. TABLE F RC-019 (Teamsters, Local #25)

A) Department of Transportation - Division of Highways - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	3318.00	19.07
Bridge Tender	3117.00	17.91
Deck Hand	3190.00	18.33
Ferry Operator I	3315.00	19.05
Ferry Operator II	3365.00	19.34
Highway Maintenance Lead Worker	3414.00	19.62
Highway Maintenance Lead Worker (Bridge Crew)	3483.60	20.02
Highway Maintenance Lead Worker (Lead Lead Worker)	3464.00	19.91
Highway Maintainer	3285.00	18.88
Highway Maintainer (Bridge Crew)	3354.60	19.28
Janitor I (including Office of Administration)	2992.00	17.20
Janitor II (including Office of Administration)	3023.00	17.37
Laborer (Maintenance)	3193.00	18.35
Labor Maintenance Lead Worker	3249.00	18.67
Maintenance Worker (Including Office of Administration)	3229.00	18.56
Power Shovel Operator (Maintenance)	3384.00	19.45
Power Shovel Operator (Maintenance) (Bridge Crew)	3453.60	19.85
Security Guard I (including Office of Administration)	3019.00	17.35
Security Guard II (including Office of Administration)	3067.00	17.63
Silk Screen Operator	3389.00	19.48

B) Department of Central Management Services - Division of Vehicles - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	2992.00	17.20
Janitor II	3023.00	17.37
Maintenance Equipment Operator (all divisions)	3285.00	18.88
Maintenance Worker	3229.00	18.56
Security Guard I	3019.00	17.35
Security Guard II	3067.00	17.63

(Section 310. TABLE F RC-019)

C) Department of Mental Health & Developmental Disabilities - Lincoln Developmental Center

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Laborer (Maintenance)	3193.00	18.35

D) Departments of Children and Family Services, Corrections, Employment Security, Mental Health & Developmental Disabilities, Public Aid, Rehabilitation Services, State Police, Veterans' Affairs - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3285.00	18.88

E) Department of Transportation - Division of Highways - Emergency Patrol - District #8

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintainer	3385.00	19.45
Highway Maintenance Lead Worker	3514.00	20.20

F) Department of Natural Resources

	<u>July 1, 1996</u>	
	<u>Mo.</u>	<u>Hr.</u>
Power Shovel Operator (Maintenance)	3384.00	19.45

Section 310. TABLE G RC-045 (Automotive Mechanics, IFPE)

A) Departments of Central Management Services and Transportation - Northeast Region - (Cook)

	<u>July 1, 1996</u>
	<u>Mo.</u>
Auto & Body Repairer	3128
Automotive Attendant I	1813
Automotive Attendant II	1958
Automotive Mechanic	3128
Automotive Mechanic's Helper	2895
Automotive Parts Warehouser	3004
*Storekeeper I	2945
*Storekeeper II	3006

*Serving as Automotive Parts Warchousers in Cook County.

B) Departments of Agriculture, Central Management Services, Conservation, Corrections and Transportation - (All Other Counties Except Cook)

	<u>July 1, 1996</u>
	<u>Mo.</u>
Auto & Body Repairer	3099
Automotive Attendant I	1813
Automotive Attendant II	1958
Automotive Mechanic	3099
Automotive Mechanic's Helper	2755
Automotive Parts Warehouser	2997
Automotive Parts Warehouser Specialist	3063
Small Engine Mechanic	2755

Section 310. TABLE H RC-006 (Corrections Employees, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c 3/	1b	1a	1	2	3	4	5	6	7
Canine Specialist	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Commissary Clerk	1444	1487	1532	1578	1628	1677	1731	1785	1836	1929
Commissary Manager I	1490	1535	1581	1628	1678	1740	1792	1846	1904	1996
Correctional Officer	1943	2001	2061	2123	2212	2302	2397	2486	2582	2724
Correctional Officer Trainee	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Correctional Sergeant	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Corrections Agricultural Lead Worker	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Agriculture Supervisor	2453	2527	2603	2681	2809	2938	3060	3193	3321	3516
Corrections Clerk I	1943	2001	2061	2123	2212	2302	2397	2486	2582	2724
Corrections Clerk II	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Corrections Cook I	1650	1700	1751	1804	1867	1934	2009	2079	2149	2264
Corrections Cook II	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Corrections Food Service Supervisor I	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Corrections Food Service Supervisor II	2336	2406	2478	2552	2671	2793	2914	3035	3159	3344
Corrections Grounds Supervisor	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Identification Technician	2030	2091	2154	2219	2309	2412	2509	2607	2706	2861
Corrections Industry Lead Worker	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Laundry Manager I	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Locksmith	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Maintenance Craftsman	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Maintenance Worker	2030	2091	2154	2219	2309	2412	2509	2607	2706	2861
Corrections Medical Technician	2030	2091	2154	2219	2309	2412	2509	2607	2706	2861
Corrections Printer	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Corrections Residence Counselor I	2030	2091	2154	2219	2309	2412	2509	2607	2706	2861
Corrections Supply Supervisor I	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Corrections Supply Supervisor II	2336	2406	2478	2552	2671	2793	2914	3035	3159	3344
Corrections Transportation Officer I	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018

(Section 310. TABLE H RC-006)

Corrections Transportation Officer II	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Corrections Utilities Operator	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Corrections Vocational Instructor	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Educator Aide	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Housekeeper II	1444	1487	1532	1578	1628	1677	1731	1785	1836	1929
Pest Control Operator	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Property & Supply Clerk II	1536	1582	1629	1678	1742	1795	1859	1918	1979	2081
Social Service Aide Trainee	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Storekeeper I	1786	1840	1895	1952	2025	2107	2181	2267	2340	2466
Storekeeper II	1938	1996	2056	2118	2207	2294	2388	2476	2559	2704
Stores Clerk	1490	1535	1581	1628	1678	1740	1792	1846	1904	1996
Youth Supervisor I	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Youth Supervisor II	1943	2001	2061	2123	2212	2302	2397	2486	2582	2724
Youth Supervisor III	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Youth Supervisor Trainee	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287

3/ Entry level step in third year of contract.

Section 310. TABLE I RC-009 (Institutional Employees, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c <u>3/</u>	1b <u>2/</u>	1a <u>1/</u>	1	2	3	4	5	6	7
Activity Program Aide I	1412	1454	1498	1543	1603	1667	1731	1799	1867	1958
Activity Program Aide II	1456	1500	1545	1591	1652	1717	1782	1852	1923	2016
Apparel/Dry Goods Specialist I	1456	1500	1545	1591	1652	1717	1782	1852	1923	2016
Apparel/Dry Goods Specialist II	1552	1599	1647	1696	1762	1829	1899	1973	2050	2151
Apparel/Dry Goods Specialist III	1938	1996	2056	2118	2207	2294	2388	2476	2559	2704
Children's Shelter Care Associate	1726	1778	1831	1886	1958	2037	2114	2196	2279	2405
Clinical Laboratory Associate	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Clinical Laboratory Phlebotomist	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Clinical Laboratory Technician I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Clinical Laboratory Technician II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Commissary Clerk	1444	1487	1532	1578	1628	1677	1731	1785	1836	1929
Commissary Manager I	1490	1535	1581	1628	1678	1740	1792	1846	1904	1996
Commissary Manager II	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228
Cook I	1490	1535	1581	1628	1678	1740	1792	1846	1904	1996
Cook II	1594	1642	1691	1742	1804	1863	1930	1993	2060	2172
Educator Aide	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Florist II	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Institutional Maintenance Worker	1594	1642	1691	1742	1804	1863	1930	1993	2060	2172
Laboratory Assistant	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Laboratory Associate I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Laboratory Associate II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Licensed Practical Nurse I	1709	1760	1813	1867	1936	2015	2088	2170	2240	2360
Licensed Practical Nurse II	1792	1846	1901	1958	2045	2121	2204	2285	2367	2519
Locksmith	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Mental Health Technician I	1456	1500	1545	1591	1652	1717	1782	1852	1923	2016
Mental Health Technician II	1552	1599	1647	1696	1762	1829	1899	1973	2050	2151
Mental Health Technician III	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228
Mental Health Technician IV	1664	1714	1765	1818	1888	1963	2037	2116	2198	2308
Mental Health Technician V	1726	1778	1831	1886	1958	2037	2114	2196	2279	2405
Mental Health Technician VI	1746	1798	1852	1908	1981	2060	2140	2222	2306	2425
Mental Health Technician Trainee I	1360	1401	1443	1486	1529	1581	1628	1674	1722	1811
Musician	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228
Pest Control Operator	1709	1760	1813	1867	1936	2015	2088	2170	2240	2360

(Section 310. TABLE I RC-009)

Physical Therapy Aide I	1412	1454	1498	1543	1603	1667	1731	1799	1867	1958
Physical Therapy Aide II	1552	1599	1647	1696	1762	1829	1899	1973	2050	2151
Physical Therapy Aide III	1726	1778	1831	1886	1958	2037	2114	2196	2279	2405
Rehabilitation Workshop Instructor I	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228
Rehabilitation Workshop Instructor II	1792	1846	1901	1958	2045	2121	2204	2285	2367	2519
Residential Care Worker	1726	1778	1831	1886	1958	2037	2114	2196	2279	2405
Residential Care Worker Trainee	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Security Therapy Aide I	1943	2001	2061	2123	2212	2302	2397	2486	2582	2724
Security Therapy Aide II	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Security Therapy Aide III	2226	2293	2362	2433	2543	2654	2767	2878	2986	3161
Security Therapy Aide Trainee	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Social Service Aide I	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228
Social Service Aide II	1726	1778	1831	1886	1958	2037	2114	2196	2279	2405
Social Service Aide Trainee	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Support Services Supervisor I	1650	1700	1751	1804	1867	1934	2009	2079	2149	2264
Support Services Supervisor II	1775	1828	1883	1939	2025	2102	2182	2261	2340	2472
Support Services Worker II	1444	1487	1532	1578	1628	1677	1731	1785	1836	1929
Support Services Worker III	1536	1582	1629	1678	1742	1795	1859	1918	1979	2081
Transportation Coordinator	2030	2091	2154	2219	2309	2412	2509	2607	2706	2861
Transportation Officer I	2132	2196	2262	2330	2432	2531	2643	2745	2852	3018
Veterans Nursing Assistant - Certified	1609	1657	1707	1758	1826	1896	1969	2045	2123	2228

3/ Entry level step in third year of contract.

Section 310. TABLE J RC-014 (Clerical Employees, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c 3/	1b 2/	1a	1	2	3	4	5	6	7
Account Clerk I	1447	1490	1535	1581	1634	1688	1742	1793	1846	1937
Account Clerk II	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Account Technician I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Account Technician II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Administrative Services	1324	1364	1405	1447	1486	1529	1580	1625	1670	1747
Worker Trainee										
Aircraft Dispatcher	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Aircraft Lead Dispatcher	2062	2124	2188	2254	2350	2449	2559	2636	2759	2919
Audio Visual Technician I	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Audio Visual Technician II	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Buyer Assistant	1724	1776	1829	1884	1966	2037	2115	2189	2368	2394
Check Issuance Machine	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Operator										
Clerical Trainee	TR									
Communication Dispatcher	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Communication Equipment	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Technician I										
Communication Equipment	2637	2716	2797	2881	3028	3170	3317	3457	3602	3819
Technician II										
Communication Equipment	2786	2870	2956	3045	3197	3348	3506	3657	3808	4041
Technician III										
Court Reporter	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Data Processing Assistant	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Data Processing Operator	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Data Processing Operator	1324	1364	1405	1447	1486	1529	1580	1625	1670	1747
Trainee										
Drafting Worker	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Electronic Equipment	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Installer/Repairer										
Electronic Equipment	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Installer/Repairer Leadworker										
Electronics Technician	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Emergency Response Lead	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Telecommunicator										
Emergency Response	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Telecommunicator										
Engineering Technician II	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Engineering Technician III	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Executive Secretary I	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Graphic Arts Designer	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Graphic Arts Technician	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636

(Section 310. TABLE J RC-014)

Industrial Commission Reporter	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Industrial Commission Technician	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Insurance Analyst I	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Insurance Analyst II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Insurance Analyst Trainee	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Intermittent Clerk	8.15	8.39	8.65	8.90	9.14	9.41	9.72	10.00	10.28	10.75
Library Aide I	1360	1401	1443	1486	1529	1581	1628	1674	1722	1811
Library Aide II	1447	1490	1535	1581	1634	1688	1742	1793	1846	1937
Library Aide III	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Library Technical Assistant	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Microfilm Laboratory Technician I	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Microfilm Laboratory Technician II	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Microfilm Operator I	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Microfilm Operator II	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Microfilm Operator III	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Office Aide	1324	1364	1405	1447	1486	1529	1580	1625	1670	1747
Office Assistant	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Office Associate	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Office Clerk	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Office Coordinator	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Photographer I	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Photographer II	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Photographer III	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Photographic Technician I	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Photographic Technician II	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Photographic Technician III	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Procurement Representative	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Property & Supply Clerk I	1399	1441	1484	1529	1578	1628	1676	1722	1776	1867
Property & Supply Clerk II	1490	1535	1581	1628	1678	1740	1792	1849	1904	1996
Property Tax Examiner	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Rehabilitation Case Coordinator I	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Rehabilitation Case Coordinator II	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Reproduction Service Technician I	1447	1490	1535	1581	1634	1688	1742	1793	1846	1937
Reproduction Service Technician II	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Reproduction Service Technician III	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504

(Section 310. TABLE J RC-014)

Safety Responsibility Analyst	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Storekeeper I	1786	1840	1895	1952	2025	2107	2181	2267	2340	2466
Storekeeper II	1938	1996	2056	2118	2207	2294	2388	2476	2559	2704
Stores Clerk	1444	1487	1532	1578	1628	1677	1731	1785	1836	1929
Switchboard Operator I	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Switchboard Operator II	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Telecommunications Field Advisor	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Telecommunications Field Advisor Lead Worker	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Telecommunicator	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Telecommunicator - Command Center	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Telecommunicator Call Taker	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Telecommunicator Lead Call Taker	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Telecommunicator Lead Worker	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Telecommunicator Lead Worker - Command Center	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
Telecommunicator Trainee	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Vehicle Permit Evaluator	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Veterans Service Officer Associate	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504

3/ Entry level step in second year of contract.

Section 310. TABLE K RC-023 (Registered Nurses, INA)

Effective July 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Child Welfare Nurse Specialist	3010	3150	3302	3453	3675	3748	3823
Corrections Nurse I	2813	2944	3082	3216	3424	3492	3562
Corrections Nurse II	3160	3308	3466	3627	3858	3936	4015
Health Facilities Surveillance Nurse	3010	3150	3302	3453	3675	3748	3823
Nursing Act Assistant Coordinator	3196	3359	3515	3676	3906	3984	4064
Registered Nurse I	2679	2805	2934	3064	3261	3326	3393
Registered Nurse II	3010	3150	3302	3453	3675	3748	3823

NOTE: Effective July 1, 1996, those employees who have three or more years of creditable service on Step 7 in the same pay grade shall receive an additional \$25.00 monthly.

Section 310. TABLE L RC-008 (Boilermakers)

Effective January 1, 1995

	Minimum Salary	Maximum Salary
BOILER SAFETY SPECIALIST	3,075.45	4,148.27

Effective January 1, 1996

BOILER SAFETY SPECIALIST	3,668.00	4,349.71
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Section 310. TABLE M RC-110 (Conservation Police Lodge)

Effective January 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Conservation Police Officer I	2582	2708	2841	2980	3126	3279	3359
Conservation Police Officer II	0000	0000	2974	3113	3258	3345	3541

LONGEVITY BONUS RATES

Conservation Police Officer I								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3519	3691	3691	3795	3980	4181	4181	4181	4385
Conservation Police Officer II								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3573	3744	3744	3921	4107	4306	4360	4563	4780

Effective October 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Conservation Police Officer I	2659	2789	2926	3069	3220	3377	3460
Conservation Police Officer II	0000	0000	3063	3206	3356	3445	3647

LONGEVITY BONUS RATES

Conservation Police Officer I								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3625	3802	3802	3909	4099	4306	4306	4306	4517
Conservation Police Officer II								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3680	3856	3856	4039	4230	4435	4491	4700	4923

Effective January 1, 1997

	S T E P S						
	1	2	3	4	5	6	7
Conservation Police Officer I	2709	2839	2976	3119	3270	3427	3510
Conservation Police Officer II	0000	0000	3113	3256	3406	3495	3697

LONGEVITY BONUS RATES

Conservation Police Officer I								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3675	3852	3852	3959	4149	4356	4356	4356	4567
Conservation Police Officer II								
9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3730	3906	3906	4089	4280	4485	4541	4750	4973

Section 310. TABLE N RC-010 (Professional Legal Unit, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c <u>3</u> /	1b	1a	1	2	3	4	5	6	7
Hearings Referee	3110	3203	3299	3398	3575	3750	3926	4108	4281	4546
Hearings Referee - Intermittent	19.14	19.71	20.30	20.91	22.00	23.08	24.16	25.28	26.34	27.98
Technical Advisor I	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Technical Advisor II	2637	2716	2797	2881	3028	3170	3317	3457	3602	3819
Technical Advisor III	3110	3203	3299	3398	3575	3750	3926	4108	4281	4546

3/ Entry level step in first year of contract.

Section 310. TABLE O RC-028 (Paraprofessional Human Services Employees, AFSCME)

Effective: July 1, 1996

	S T E P S									
	1c 3/	1b	1a	1	2	3	4	5	6	7
Apparel Dry Goods Specialist III	1938	1996	2056	2118	2207	2294	2388	2476	2559	2704
Assistant Reimbursement Officer	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Child Development Aide III	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Clinical Laboratory Associate	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Clinical Laboratory Technician I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Clinical Laboratory Technician II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Compliance Officer	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Conservation Resource Technician I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Conservation Resource Technician II	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Construction Supervisor I	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Construction Supervisor II	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Crime Scene Investigator	2942	3030	3121	3215	3380	3543	3708	3877	4038	4289
Crime Studies Associate	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Data Processing Administrative Specialist	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Data Processing Specialist	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Data Processing Technician	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Data Processing Technician Trainee	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Dental Assistant	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
Dental Hygienist	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Electroencephalograph Technician	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Environmental Equipment Operator I	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Environmental Equipment Operator II	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Environmental Protection Technician I	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Environmental Protection Technician II	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Hearing & Speech Technician I	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Hearing & Speech Technician II	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287

(Section 310. TABLE O RC-028)

Historic Site Interpreter	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Historic Site Lead I	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Historic Site Lead II	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Housekeeper II	1399	1441	1484	1529	1578	1628	1676	1722	1776	1867
Inhalation Therapist	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Intermittent Unemployment Insurance Technician	9.20	9.48	9.76	10.06	10.39	10.73	11.10	11.45	11.82	12.41
Laboratory Assistant	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
Laboratory Associate I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Laboratory Associate II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Legal Research Assistant	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Licensed Practical Nurse I	1709	1760	1813	1867	1936	2015	2088	2170	2240	2360
Licensed Practical Nurse II	1792	1846	1901	1958	2045	2121	2204	2285	2367	2519
Medical Records Assistant	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Medical Records Technician	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Office Administrative Specialist	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Office Specialist	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Pharmacist Lead Technician	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Pharmacist Technician	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
Public Aid Eligibility Assistant	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Radiologic Technologist	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Radiologic Technologist Program Coordinator	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Ranger	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Rehabilitation Counselor Aide I	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
Rehabilitation Counselor Aide II	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Senior Ranger	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
Site Technician I	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
Site Technician II	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Social Service Community Planner	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
State Police Evidence Technician I	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
State Police Evidence Technician II	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Statistical Research Technician	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
Veterans Service Officer	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
Vocational Instructor	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636

3/ Entry level step in second year of contract.

Section 310. TABLE P RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, IFPE)

Effective: July 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Agricultural Products Promoter	2240	2336	2431	2522	2619	2768	2823
Animal & Animal Products Investigator	2350	2449	2559	2656	2759	2919	2978
Apiary Inspector	1581	1632	1678	1735	1782	1874	1911
Arson Investigator I	2586	2704	2817	2934	3052	3232	3297
Arson Investigator II	2866	2999	3135	3264	3394	3596	3668
Breath Alcohol Analysis Technician	2463	2570	2675	2784	2888	3060	3121
Commerce Commission Police Officer I	2704	2817	2934	3052	3232	3297	3363
Commerce Commission Police Officer II	2999	3135	3264	3394	3596	3668	3741
Commodities Inspector	1966	2037	2115	2189	2268	2394	2441
Dangerous Drugs Compliance Officer I	2240	2336	2431	2522	2619	2768	2823
Dangerous Drugs Compliance Officer II	2463	2570	2675	2784	2888	3060	3121
Dangerous Drugs Compliance Officer III	2586	2704	2817	2934	3052	3232	3297
Drug Compliance Investigator	3575	3750	3926	4108	4281	4546	4637
Environmental Protection Legal Investigator I	1966	2037	2115	2189	2268	2394	2441
Environmental Protection Legal Investigator II	2148	2228	2321	2405	2497	2636	2688
Explosives Inspector I	2350	2449	2559	2656	2759	2919	2978
Explosives Inspector II	2717	2843	2962	3083	3208	3399	3467
Fingerprint Technician	2148	2228	2321	2405	2497	2636	2688
Fire Prevention Inspector I	2463	2570	2675	2784	2888	3060	3121
Fire Prevention Inspector II	2866	2999	3135	3264	3394	3596	3668
Guard I	1634	1688	1742	1793	1846	1937	1977
Guard II	1814	1879	1950	2013	2082	2192	2236
Guard III	2049	2124	2211	2293	2371	2504	2554
Licensing Assistant	1747	1809	1870	1931	1995	2102	2144
Licensing Investigator I	2049	2124	2211	2293	2371	2504	2554
Licensing Investigator II	2350	2449	2559	2656	2759	2919	2978
Licensing Investigator III	2463	2570	2675	2784	2888	3060	3121
Licensing Investigator IV	2717	2843	2962	3083	3208	3399	3467
Liquor Control Special Agent I	2240	2336	2431	2522	2619	2768	2823
Motorist Assistance Specialist	1747	1809	1870	1931	1995	2102	2144
Plant & Pesticide Specialist I	2463	2570	2675	2784	2888	3060	3121
Plant & Pesticide Specialist II	2717	2843	2962	3083	3208	3399	3467
Plumbing Inspector	3028	3170	3317	3457	3602	3819	3895
Police Officer I	2704	2817	2934	3052	3232	3297	3363
Police Officer II	2999	3135	3264	3394	3596	3668	3741
Police Officer III	3197	3348	3506	3657	3808	4041	4121

(Section 310. TABLE P RC-029)

Polygraph Examiner I	2866	2999	3135	3264	3394	3596	3668
Polygraph Examiner II	3197	3348	3506	3657	3808	4041	4121
Polygraph Examiner III	3575	3750	3926	4108	4281	4546	4637
Products & Standards Inspector	2148	2228	2321	2405	2497	2636	2688
Security Officer	2148	2228	2321	2405	2497	2636	2688
Security Officer Sergeant	2240	2336	2431	2522	2619	2768	2823
Seed Analyst I	2049	2124	2211	2293	2371	2504	2554
Seed Analyst II	2148	2228	2321	2405	2497	2636	2688
Site Security Officer	1814	1879	1950	2013	2082	2192	2236
Truck Weighing Inspector	1966	2037	2115	2189	2268	2394	2441
Vehicle Emissions Compliance Inspector	2148	2228	2321	2405	2497	2636	2688
Vehicle Testing Compliance Officer	2463	2570	2675	2784	2888	3060	3121
Vital Records Quality Control Inspector	2148	2228	2321	2405	2497	2636	2688
Warehouse Claims Specialist	3028	3170	3317	3457	3602	3819	3895
Warehouse Examiner I	2148	2228	2321	2405	2497	2636	2688
Warehouse Examiner II	2463	2570	2675	2784	2888	3060	3121
Warehouse Examiner III	2717	2843	2962	3083	3208	3399	3467
Well Inspector I	2350	2449	2559	2656	2759	2919	2978
Well Inspector II	2717	2843	2962	3083	3208	3399	3467

Section 310. TABLE Q RC-033 (Meat Inspector, IFPE)

Effective: July 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Meat and Poultry Inspector Trainee	1966	2037	2115	2189	2268	2394	2441
Meat and Poultry Inspector	2240	2336	2431	2522	2619	2768	2823

Section 310. TABLE R RC-042 (Residual Maintenance Workers, AFSCME)

Effective: July 1, 1996

	S T E P S										
	1a ^{3/}	1b	1a	1	2	3	4	5	6	7	
Building/Grounds Laborer	1721	1773	1910	1967	2049	2124	2211	2293	2371	2504	
Building/Grounds Lead I	1916	1973	2087	2150	2240	2336	2431	2522	2619	2768	
Building/Grounds Lead II	2072	2134	2285	2354	2463	2570	2675	2784	2888	3060	
Building/Grounds Maintenance Worker	1869	1925	2000	2060	2148	2228	2321	2405	2497	2636	
Intermittent Laborer (Maintenance)	10.55	10.87	11.71	12.06	12.56	13.02	13.55	14.06	14.53	15.35	
Race Track Maintainer I	1903	1960	2087	2150	2240	2336	2431	2522	2619	2768	
Race Track Maintainer II	2145	2209	2285	2354	2463	2570	2675	2784	2888	3060	
Refrigeration & Air Conditioning Repairer	2174	2239	2285	2354	2463	2570	2675	2784	2888	3060	

^{3/} Entry level step in third year of contract.

Section 310. TABLE S HR-012 (Fair Employment Practices Employees, SEIU)

Effective: July 1, 1996

	S T E P S						
	1	2	3	4	5	6	7
Account Technician I	1884	1966	2037	2115	2189	2268	2394
Account Technician II	2060	2148	2228	2321	2405	2497	2636
Data Processing Assistant	1689	1747	1809	1870	1931	1995	2102
Data Processing Operator	1529	1581	1632	1678	1735	1782	1874
Data Processing Operator Trainee	1447	1486	1529	1580	1625	1670	1747
Human Rights Investigator I	2254	2350	2449	2559	2656	2759	2919
Human Rights Investigator II	2472	2586	2704	2817	2934	3052	3232
Human Rights Investigator III	2593	2717	2843	2962	3083	3208	3399
Human Rights Specialist I	2254	2350	2449	2559	2656	2759	2919
Human Rights Specialist II	2472	2586	2704	2817	2934	3052	3232
Office Aide	1447	1486	1529	1580	1625	1670	1747
Office Assistant	1634	1689	1744	1804	1860	1920	2017
Office Associate	1747	1814	1879	1950	2013	2082	2192
Office Clerk	1529	1581	1632	1678	1735	1782	1874
Office Coordinator	1814	1882	1955	2025	2101	2173	2287
Technical Advisor II	2733	2866	2999	3135	3264	3394	3596
Technical Advisor III	3215	3380	3543	3708	3877	4038	4289

Section 310. TABLE T HR-010 (Teachers of Deaf, IFT)

ACADEMIC YEAR SCHEDULE
EFFECTIVE AUGUST 19, 1996

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	23,963	25,279	26,640	27,994	29,427	30,793	33,779
2	BA + 8 Hours	24,706	26,055	27,486	28,913	30,399	31,838	34,880
3	BA + 16 Hours	25,362	26,855	28,357	29,838	31,267	32,842	36,010
4	BA + 24 Hours	26,074	27,634	29,194	30,745	32,332	33,876	37,171
5	MA	26,864	28,435	30,026	31,653	33,298	34,871	38,271
6	MA + 16 Hours	27,504	29,087	30,689	32,324	33,978	35,559	39,012
7	MA + 32 Hours	28,338	29,926	31,544	33,194	34,860	36,451	39,962

NOTE: Educators who do not possess bilingual skills shall receive \$1200 or 5% less than the rate of pay as shown on the schedule.

Section 310. TABLE U HR-010 (Teachers of Deaf, Extracurricular Paid Activities)

CLASSIFICATION I

August 1, 1996

Mo.

High School Coaches:

Basketball - Boys (1)	2274
Basketball - Girls (1)	2274
Football (1)	2274
Volleyball (1)	2274
Wrestling (1)	2274

Junior Class Advisor (2) 2274

Senior Class Advisor (2) 2274

CLASSIFICATION II

High School Coaches:

Track - Boys (1)	1435
Track - Girls (1)	1435

High School Assistant Coaches:

Basketball - Boys (1)	1435
Basketball - Girls (1)	1435
Football (2)	1435
Volleyball (1)	1435
Wrestling (1)	1435

Junior High Coaches:

7th Grade Basketball - Boys (1)	1435
8th Grade Basketball - Boys (1)	1435
7th Grade Basketball - Girls (1)	1435
8th Grade Basketball - Girls (1)	1435
Track - Boys (1)	1435
Track - Girls (1)	1435
Volleyball (1)	1435
Wrestling (1)	1435

Cheerleader Sponsor:

High School Basketball (2)	1435
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CLASSIFICATION III

High School Assistant Coaches:

Track - Boys (1)	904
Track - Girls (1)	904

Junior High Assistant Coaches:

Track - Boys (1)	904
Track - Girls (1)	904
Volleyball (1)	904
Wrestling (1)	904
Football Cheerleading Sponsor (2)	904
High School Yearbook Advisor (1)	904
High School Lunchroom Supervisor (2)	904
Junior High School Cheerleading Sponsor (2)	904
Junior High School Lunchroom Supervisor (1)	904

CLASSIFICATION IV

K - 5 Dance/Drama Club Advisor (1)	686
6 - 8 Dance/Drama Club Advisor (1)	686
G.A.L.S. Advisor (2)	686
High School (Jr.) NAD/IAD Advisor (2)	686
Junior High School (Jr.) NAD/IAD Advisor (1)	686
Vocational Club Advisor (2)	686

CLASSIFICATION V

ABC Reading Advisor (1)	530
Brownie Leader (1)	530
Cub Scout Leader (1)	530
Elementary Sign Class (2)	530
Girl Scout Leader (1)	530
Illinois Advance #1 Position (4)	530
Illinois Advance #2 Position (4)	530
Illinois Advance #3 Position (4)	530
Illinois Advance #4 Position (4)	530
Public Speaking Advisor (1)	530
Science Club (1)	530
Special Olympics Coach (1)	530
Student Council Advisor (1)	530

SCOREKEEPERS AND TIMERS:

Basketball	32 per event
Football	32 per event
Volleyball	27 per event
Wrestling	32 per event

TICKET SELLERS

22 per event

Section 310. TABLE V CU-500 (Corrections Meet and Confer Employees)

Effective July 1, 1996

	S T E P S									
	lc <u>3/</u>	lb	la	1	2	3	4	5	6	7
Commissary Manager II	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Correctional Casework Supervisor	2786	2870	2956	3045	3197	3348	3506	3657	3808	4041
Correctional Lieutenant	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
Corrections Clerk III	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Corrections Food Service Supervisor III	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
Corrections Identification Supervisor	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Corrections Industry Supervisor	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
Correctional Laundry Manager II	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
Corrections Maintenance Supervisor	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Corrections Residence Counselor II	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
Corrections Supply Supervisor III	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
Property and Supply Clerk III	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
Storekeeper III	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
Youth Supervisor IV	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596

3/ Entry level step in third year of contract.

Section 310. TABLE W RC-062 (Technical Employees, AFSCME)

Effective: July 1, 1996

Salary Grade	Step 1c 3/	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
62-8	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
62-9	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
62-10	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
62-11	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
62-12	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
62-13	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
62-14	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
62-15	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
62-16	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
62-17	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
62-18	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
62-19	2637	2716	2797	2881	3028	3170	3317	3457	3602	3819
62-20	2786	2870	2956	3045	3197	3348	3506	3657	3808	4041
62-21	2942	3030	3121	3215	3380	3543	3708	3877	4038	4289
62-22	3110	3203	3299	3398	3575	3750	3926	4108	4281	4546
62-23	3299	3398	3500	3605	3796	3990	4179	4372	4562	4848
62-24	3511	3616	3724	3836	4040	4250	4455	4661	4871	5177

3/ Entry level step in third year of contract.

Section 310. TABLE X RC-063 (Professional Employees, AFSCME)

Effective: July 1, 1996

Salary Grade	Step 1c 3/	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
63-13	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
63-14	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
63-15	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
63-16	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
63-17	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
63-18	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
63-19	2637	2716	2797	2881	3028	3170	3317	3457	3602	3819
63-20	2786	2870	2956	3045	3197	3348	3506	3657	3808	4041
63-21	2942	3030	3121	3215	3380	3543	3708	3877	4038	4289
63-22	3110	3203	3299	3398	3575	3750	3926	4108	4281	4546
63-23	3299	3398	3500	3605	3796	3990	4179	4372	4562	4848

3/ Entry level step in third year of contract.

Section 310. TABLE Y RC-063 (Educator, AFSCME)

LANE	EDUCATIONAL LEVEL	Effective July 1, 1996									
		S T E P S									
		1c <u>3</u> /	1b	1a	1	2	3	4	5	6	7
1	BA	2357	2428	2501	2576	2697	2816	2944	3097	3241	3515
2	BA + 8 Hours	2421	2494	2569	2646	2767	2891	3043	3199	3351	3633
3	BA + 16 Hours	2477	2551	2628	2707	2837	2983	3140	3290	3458	3750
4	BA + 24 Hours	2535	2611	2689	2770	2909	3072	3234	3402	3566	3874
5	MA	2600	2678	2758	2841	2991	3160	3330	3505	3672	3990
6	MA + 16 Hours	2647	2726	2808	2892	3060	3229	3401	3577	3744	4069
7	MA + 32 Hours	2729	2811	2895	2982	3149	3321	3495	3670	3838	4168

3/ Entry level step in first year of contract.

Section 310. TABLE Z RC-063 (Physicians, AFSCME)

Effective: July 1, 1996

	S T E P S								
	1c <u>3/</u>	1b <u>2/</u>	1a	1	2	3	4	5	6
Physician	5403	5565	5732	5904	6243	6585	6925	7268	7606
Physician Specialist Option A	5713	5884	6061	6243	6629	7016	7403	7787	8173
Physician Specialist Option B	6234	6421	6614	6812	7219	7628	8038	8446	8855
Physician Specialist Option C	6960	7169	7384	7606	8060	8516	8969	9422	9877
Physician Specialist Option D	7793	8027	8268	8516	8969	9422	9877	10332	10785
Physician Specialist Option E	8261	8509	8764	9027	9507	9988	10470	10952	11432

3/ Entry level step in second year of contract.

Section 310. Appendix B Schedule of Salary Grades -- Monthly Rates of Pay for Fiscal Year 1997

Salary Grade	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	1284	1323	1363	1404	1447	1486	1529	1578	1619	1695
2	1324	1364	1405	1447	1486	1529	1580	1625	1670	1747
3	1360	1401	1443	1486	1529	1581	1628	1674	1722	1811
4	1399	1441	1484	1529	1581	1632	1678	1735	1782	1874
5	1447	1490	1535	1581	1634	1688	1742	1793	1846	1937
6	1495	1540	1586	1634	1689	1744	1804	1860	1920	2017
7	1546	1592	1640	1689	1747	1809	1870	1931	1995	2102
8	1599	1647	1696	1747	1814	1879	1950	2013	2082	2192
9	1660	1710	1761	1814	1882	1955	2025	2101	2173	2287
10	1724	1776	1829	1884	1966	2037	2115	2189	2268	2394
11	1800	1854	1910	1967	2049	2124	2211	2293	2371	2504
12	1885	1942	2000	2060	2148	2228	2321	2405	2497	2636
13	1967	2026	2087	2150	2240	2336	2431	2522	2619	2768
14	2062	2124	2188	2254	2350	2449	2559	2656	2759	2919
15	2153	2218	2285	2354	2463	2570	2675	2784	2888	3060
16	2262	2330	2400	2472	2586	2704	2817	2934	3052	3232
17	2373	2444	2517	2593	2717	2843	2962	3083	3208	3399
18	2501	2576	2653	2733	2866	2999	3135	3264	3394	3596
19	2637	2716	2797	2881	3028	3170	3317	3457	3602	3819
20	2786	2870	2956	3045	3197	3348	3506	3657	3808	4041
21	2942	3030	3121	3215	3380	3543	3708	3877	4038	4289

(Section 310. Appendix B)

22	3110	3203	3299	3398	3575	3750	3926	4108	4281	4546
23	3299	3398	3500	3605	3796	3990	4179	4372	4562	4848

Section 310. Appendix C - Medical Administrator Rates for Fiscal Year 1997

Title	Minimum Salary	Midpoint Salary	Maximum Salary
Medical Administrator I, Option C	6,845	8,327	9,809
Medical Administrator I, Option D	7,644	9,168	10,692
Medical Administrator II, Option C	7,396	8,906	10,416
Medical Administrator II, Option D	8,494	10,070	11,646
Medical Administrator III	8,795	10,522	12,249
Medical Administrator IV	8,938	10,665	12,392
Medical Administrator V	9,082	10,811	12,540

The rates of pay for physicians occupying or appointed to a position in the Medical Administrator classes shall be as listed in the above schedule. All provisions of Subpart C of the Pay Plan, Merit Compensation System will apply to the Medical Administrator positions.

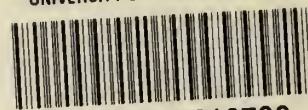
Section 310. Appendix D – Merit Compensation System Salary Schedule for Fiscal Year 1997

<u>Salary Range</u>	<u>Minimum Salary</u>	<u>Midpoint Salary</u>	<u>Maximum Salary</u>
MC 01	1,813	2,411	3,009
MC 02	1,891	2,533	3,175
MC 03	1,982	2,680	3,378
MC 04	2,072	2,806	3,540
MC 05	2,175	2,968	3,761
MC 06	2,285	3,119	3,953
MC 07	2,406	3,308	4,210
MC 08	2,536	3,509	4,482
MC 09	2,680	3,704	4,728
MC 10	2,831	3,944	5,057
MC 11	2,990	4,187	5,384
MC 12	3,175	4,467	5,759
MC 13	3,390	4,775	6,160
MC 14	3,626	5,126	6,626
MC 15	3,892	5,496	7,100
MC 16	4,166	5,905	7,644
MC 17	4,496	6,373	8,250
MC 18	4,846	6,653	8,460
MC 19	5,234	6,945	8,656

Section 310. Appendix G Broad-Band Pay Range Classes Salary Schedule

Title	Minimum Salary	Maximum Salary
Human Resources Representative	1,891	3,540
Human Resources Specialist	2,175	4,210
Public Service Administrator	2,536	5,382
Senior Public Service Administrator, Level I	3,494	6,097
Senior Public Service Administrator, Level II	4,292	7,972

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